

MARHAM PARISH COUNCIL

Minutes of the Council Meeting held Wednesday, 15th July 2020 at 7.00pm virtually via Zoom

Present:	Chairman	Cllr I Barrett
	Vice Chairman	Cllr P Walsingham
	Councillors	Cllr R Allerton
		Cllr S Canham
		Cllr C Child
		Cllr T Harrison
		Cllr J Hipperson
		Cllr E Rix-Clark
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

CORONAVIRUS (COVID-19) LOCAL COUNCIL ACTIVITY & OPERATIONS

On 2nd April 2020, the Government published The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations came into force on 4th April 2020. To enable the Parish Council to minimise disruption to the work of the Council whilst Councillors have been unable to attend meetings, a Scheme of Delegation was agreed in March 2020. This has enabled the Council to make urgent decisions required between scheduled meetings of the Council in writing by email. Decisions made under this delegation will be reported to, and recorded in the minutes of this Council meeting.

57. Declarations of interest and requests for dispensation

The Chairman, Cllr Barrett, declared a Personal Interest in Item 65.11, Village Picnic, as she had been a member of the COVID-19 Community Aid group when this resolution took place, a Personal Interest in Item 65.17, as she was a paying member of the Village Hall Dance Class, a Pecuniary Interest in Item 64.2, Bills for Payment, as this related to several direct financial imbursements to her and a Personal Interest in Item 69.1, Allotments, as she was a current tenant on the allotment site.

Cllr Harrison declared a Personal Interest in Item 64.2, Bills for Payment, as this related to two direct financial imbursements to him.

Cllr Rix-Clark declared a Personal Interest in Item 65.11, Village Picnic, as she was a member of the COVID-19 Community Aid group.

There were no further declarations of interest declared and no requests for dispensation.

58. Apologies for absence

Apologies for absence had been received from Cllr G Bucke (work commitment), Cllr D Flatt (personal commitment), Borough Cllr G Hipperson (prior meeting) and Borough Cllr M Howland (prior meeting).

The apologies were accepted.

59. Approval of the Extraordinary minutes of the Parish Council meeting

Proposed – Cllr Hipperson

Seconded – Vice Chairman, Cllr Walsingham

That the minutes of the Extraordinary Council Meeting held on Friday, 13th March 2020 (items 36-40) are approved and signed as a true and accurate record.

All in favour

The Chairman, Cllr Barrett, would duly sign and date the minutes of the meeting at a future date.

60. Approval of the minutes of the Parish Council meeting

Proposed – Cllr Hipperson

Seconded – Cllr Canham

That the minutes of the Council Meeting held on Wednesday, 18th March 2020 (items 41-56) are approved and signed as a true and accurate record.

All in favour

The Chairman, Cllr Barrett, would duly sign and date the minutes of the meeting at a future date.

61. Update on previous minutes (not listed elsewhere on the agenda)

There was nothing to report to this meeting.

62. Continuation of the current standing Chairman and Vice Chairman of the Council until May 2021

The Clerk reported that the current Chairman and Vice Chairman of the Council would continue until May 2021 in accordance with the Coronavirus Act 2020 (S60 SS2). Councillors had voted by email during lockdown and unanimously agreed that no elections were required to take place at an Annual Meeting of the Council this year.

Proposed – Cllr Hipperson

Seconded – Cllr Allerton

That Cllr Barrett and Cllr Walsingham continue as Chairman and Vice Chairman of Marham Parish Council, respectively, for the ensuing year.

All in favour

63. Casual vacancy

The Clerk reported that there had been no applications to date.

PUBLIC OPEN FORUM

The Chairman, Cllr Barrett, adjourned the meeting at 7.25pm.

Reports

County Councillor

County Cllr Middleton was not present at the meeting and no prior written report had been received.

Borough Councillors

Borough Cllr Hipperson was not present at the meeting but had submitted a prior written report as follows:

The Full Council met on 9th July 2020 (virtually online) and completed the business held over from the previous meeting, having first adopted two items of urgent business - an update of Standing Orders due to the COVID rules and a funding application to the Government for town centre improvements. Following public questions on climate change, Cabinet Members gave reports and answered questions on the Hunstanton Tourist Information Centre and possible opening of Harding's Way. Cllr S Dark, Cabinet Member specifically for the COVID situation, included in his report appreciation of NHS staff, civil servants and public service employees, with particular reference to the difficulties faced during the COVID crisis.

Borough Cllr Howland was not present at the meeting but had submitted a prior written report as follows:

I attended the Full Council meeting. It's business as usual and although many people and officers are working from home for a few days every week, there is always someone at the end of the phone able to answer questions. I have a virtual meeting this Thursday with the King's Lynn Conservancy Board.

RAF Marham

WO Spark was not present at the meeting and no prior written report had been received.

Public Participation

Cllr Canham reported that a member of public had contacted her to investigate whether the flashing 40mph sign currently located in the wooded area, Shouldham Road, could be relocated to the start of the 40mph limit (travelling from Shouldham into Marham)?

It was noted that the resident would need to contact Norfolk County Council regarding this matter; Cllr Canham would advise them accordingly.

It was agreed for the Clerk to send an email to Highways in support of this enquiry.

The Chairman, Cllr Barrett, resumed the meeting at 7.30pm.

64. Finance

64.1. Bank Reconciliation

The Clerk had circulated the bank reconciliations, periods ending March, April, May, June 2020, current bank account statements and finance summary, with the agenda. The bank balances were as follows:

March 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	1,211.77	74,268.60
Total Opening Bank Balances		75,480.37
Unpresented Cheques B/F	- 127.50	-
Unpresented Receipts B/F	-	-
Council Opening Balances	1,084.27	74,268.60
Council Total Opening Balances		75,352.87
Receipts	5,840.00	27.14
Payments	- 5,743.95	- 5,500.00
Bank Statement Close Balances	1,307.82	68,795.74
Total Closing Bank Balances		70,103.56
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	1,307.82	68,795.74
Council Total Closing Balances		70,103.56
Earmarked Funds		
Operating Costs (6 Months)		22,000.00
Pensions Contribution		1,000.00
Village Hall Alterations		15,220.00
Elections (5 Year to £1000) Year 4		2,337.60
Parish Plan Review		1,000.00
Emergency Plan (5 Year to £2000) Year 4		2,000.00
Electrical Check Village Hall (3 Year to £450)		-
Electrical Check Pavilion (3 Year to £750)		-
Tree Safety Maintenance		1,000.00
Churchyard Wall Maintenance & Restoration		5,220.06
Master Key Deposits Held		30.00
Allotment Deposits Held		570.00
Allotment Fencing (5 Year to £1000) Year 1		600.00
Street Lighting		1,500.00
Village Hall Fencing		2,000.00
Village Hall Disabled Toilet Fundraising		4,260.34
Events Goods and Equipment		157.35
Village Signs		747.00
PROW Legal Representation		2,700.00
CIL Payments		84.60
Total Earmarked Reserves		62,426.95

Reconciliation Community Account (£)	
Bank Statement 01.03.2020	1,211.77
Receipts	5,840.00
Payments Cleared	- 5,743.95
Bank Statement 31.03.2020	1,307.82
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	1,307.82

Reconciliation Business Account (£)	
Bank Statement 01.03.2020	74,268.60
Receipts	27.14
Payments Cleared	- 5,500.00
Bank Statement 31.03.2020	68,795.74
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	68,795.74
Council Total Closing Balances	70,103.56

Council Total Closing Balances	70,103.56		
Council Total Earmarked Reserves	62,426.95	Council Remaining Available Precept	7,676.61

Chairman Signed Dated

April 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	1,307.82	68,795.74
Total Opening Bank Balances		70,103.56
Unpresented Cheques B/F	-	-
Unpresented Receipts B/F	-	-
Council Opening Balances	1,307.82	68,795.74
Council Total Opening Balances		70,103.56
Receipts	51,624.29	44,000.00
Payments	- 48,009.74	-
Bank Statement Close Balances	4,922.37	112,795.74
Total Closing Bank Balances		117,718.11
Unpresented Cheques	- 7.98	-
Unpresented Receipts	-	-
Council Closing Balances	4,914.39	112,795.74
Council Total Closing Balances		117,710.13
Earmarked Funds		
Operating Costs (6 Months)		25,000.00
Pensions Contribution		1,000.00
Parish Plan Review		1,000.00
Village Signs		1,000.00
PROW Legal Representation		3,000.00
Emergency Plan (5 Year to £2000) Year 5		2,000.00
Legionella Risk Assessments (5 Year to £2500) Year 1		500.00
Sports Pavilion Upgrade (5 Year to £5000) Year 1		1,000.00
Play Area Maintenance (10 Year to £10000) Year 1		1,000.00
Field Lane Resurfacing (4 Year to £3000) Year 1		750.00
Churchyard Wall Maintenance & Restoration		5,470.06
Allotment Fencing (5 Year to £1000) Year 4		800.00
Village Hall Alterations		13,745.00
Village Hall Disabled Toilet Fundraising		4,260.34
Village Hall Fencing		2,000.00
CIL Payments		84.60
S137		100.00
Restricted Funds (Covid-19 Grant)		1,150.00
Master Key Deposits Held		30.00
Allotment Deposits Held		510.00
Total Earmarked Reserves		62,610.00

Reconciliation Community Account (£)	
Bank Statement 01.04.2020	1,307.82
Receipts	51,624.29
Payments Cleared	- 48,009.74
Bank Statement 30.04.2020	4,922.37
Unpresented Cheques	
103514	- 7.98
	- 7.98
Unpresented Receipts	
	-
Council Closing Balance	4,914.39

Reconciliation Business Account (£)	
Bank Statement 01.04.2020	68,795.74
Receipts	44,000.00
Payments Cleared	-
Bank Statement 30.04.2020	112,795.74
Unpresented Cheques	
	-
Unpresented Receipts	
	-
Council Closing Balance	112,795.74
Council Total Closing Balances	117,710.13

Council Total Closing Balances	117,710.13		
Council Total Earmarked Reserves	62,610.00	Council Remaining Available Precept	55,100.13

Chairman Signed Dated

June 2020

Bank Reconciliation	Community Account (£)	Business Account (£)
Bank Statement Start Balances	2,696.46	110,795.74
Total Opening Bank Balances		113,492.20
Unpresented Cheques B/F	- 7.98	-
Unpresented Receipts B/F	-	-
Council Opening Balances	2,688.48	110,795.74
Council Total Opening Balances		113,484.22
Receipts	5,115.14	39.62
Payments	- 3,756.49	- 5,000.00
Bank Statement Close Balances	4,055.11	105,835.36
Total Closing Bank Balances		109,890.47
Unpresented Cheques	-	-
Unpresented Receipts	-	-
Council Closing Balances	4,055.11	105,835.36
Council Total Closing Balances		109,890.47
Earmarked Funds		
Operating Costs (6 Months)		25,000.00
Pensions Contribution		1,000.00
Parish Plan Review		1,000.00
Village Signs		1,000.00
PROW Legal Representation		3,000.00
Emergency Plan (5 Year to £2000) Year 5		2,000.00
Legionella Risk Assessments (5 Year to £2500) Year 1		500.00
Sports Pavilion Upgrade (5 Year to £5000) Year 1		1,000.00
Play Area Maintenance (10 Year to £10000) Year 1		1,000.00
Field Lane Resurfacing (4 Year to £3000) Year 1		750.00
Churchyard Wall Maintenance & Restoration		4,670.06
Allotment Fencing (5 Year to £1000) Year 4		800.00
Village Hall Alterations		8,455.00
Village Hall Disabled Toilet Fundraising		4,260.34
Village Hall Fencing		2,000.00
CIL Payments		84.60
S137		100.00
Restricted Funds (Covid-19 Grant)		990.51
Master Key Deposits Held		30.00
Allotment Deposits Held		630.00
Total Earmarked Reserves		56,520.00

Reconciliation Community Account (£)	
Bank Statement 01.06.2020	2,696.46
Receipts	5,115.14
Payments Cleared	- 3,756.49
Bank Statement 30.06.2020	4,055.11
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	4,055.11

Reconciliation Business Account (£)	
Bank Statement 01.06.2020	110,795.74
Receipts	39.62
Payments Cleared	- 5,000.00
Bank Statement 30.06.2020	105,835.36
Unpresented Cheques	-
Unpresented Receipts	-
Council Closing Balance	105,835.36
Council Total Closing Balances	109,890.47

Council Total Closing Balances	109,890.47		
Council Total Earmarked Reserves	56,520.00	Council Remaining Available Precept	53,370.47

Chairman Signed Dated

64.2. Pre-authorised payments, receipts and pending disbursements

The Chairman, Cllr Barrett, and Cllr Harrison had declared a Pecuniary interest in this item.

Addendum; Cllr Flatt was not physically present at this meeting. During lockdown, when voting took place by email, Cllr Flatt declared a Pecuniary Interest in payments relating to the Bookings Officer, as she was his spouse, and took no part in the voting process relating to the payment of invoices.

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

Date	Payee	Description	Transaction	Net Payment £	VAT Amount £	Gross Payment £	Receipt £
2019/2020							
23.03.2020	Village Hall / Pavilion / Yoga	Lettings Feb-Mar 20	100544	0.00	0.00	0.00	340.00
30.03.2020	E-On	Electric Sports Pavilion Feb-Mar	DD	17.67	0.88	18.55	0.00
30.03.2020	Cllr I Barrett *	Chair's Allowance March 2020	BACS	15.30	0.00	15.30	0.00
30.03.2020	Clerk	Expenses March 2020	BACS	34.20	0.00	34.20	0.00
30.03.2020	Bookings Caretaking Officer *	Contract March 2020	BACS	270.00	0.00	270.00	0.00
30.03.2020	Clerk	Salary March 2020	BACS	892.45	0.00	892.45	0.00
30.03.2020	HMRC	Employer PAYE/NI Mar	BACS	357.60	0.00	357.60	0.00
31.03.2020	Gary Cottam	Village Hall Yard Clearance	BACS	1,475.00	295.00	1,770.00	0.00
<i>* Pecuniary Interests declared IB / DF</i>							
<i>Payments/Receipts above approved by Council by email 30.03.2020</i>							
2020/2021							
02.04.2020	Norfolk Comm Foundation	Covid-19 Grant (Restricted)	BACS	0.00	0.00	0.00	1,000.00
06.04.2020	Marham Parish Council	Covid-19 Grant (Restricted)	Cash	100.99	0.00	100.99	0.00
06.04.2020	BCKL&WN	Precept & Council Supp Grant	BACS	0.00	0.00	0.00	49,887.00
06.04.2020	Anonymous donation	Covid-19 Grant (Restricted)	100481	0.00	0.00	0.00	150.00
14.04.2020	E-On	Street Lighting March 2020	DD	73.27	3.66	76.93	0.00
14.04.2020	Jacinabox	Union Jack Flag Village Hall	Debit Card	5.08	1.02	6.10	0.00
15.04.2020	OVO Energy	Electric Village Hall March 2020	DD	9.52	0.48	10.00	0.00
20.04.2020	Bowls Club	2019 Rent & Green Renovation	100545	0.00	0.00	0.00	355.00
23.04.2020	Allotment Plot 12 & 13	Allotment Rent	BACS	0.00	0.00	0.00	51.62
23.04.2020	Allotment Plot 3 & 4	Allotment Rent	BACS	0.00	0.00	0.00	51.62
23.04.2020	Allotment Plot 2	Allotment Rent	BACS	0.00	0.00	0.00	25.81
24.04.2020	Allotment Plot 7	Allotment Deposit Refund	BACS	54.19	0.00	54.19	0.00
28.04.2020	Allotment Plot 6	Allotment Rent	BACS	0.00	0.00	0.00	25.81
28.04.2020	Allotment Plot 9	Allotment Rent	100546	0.00	0.00	0.00	25.81
28.04.2020	Allotment Plot 5	Allotment Rent	100547	0.00	0.00	0.00	25.81
29.04.2020	Allotment Plot 1	Allotment Rent	100547	0.00	0.00	0.00	25.81
30.04.2020	E-On	Electric Sports Pavilion Mar-Apr	DD	13.48	0.67	14.15	0.00
30.04.2020	Cllr T Harrison (Ace DIY Store) *	Village Hall Door materials	103514	3.91	0.78	4.69	0.00
30.04.2020	Cllr T Harrison (ShelfkingUK) *	Village Hall Door materials	103514	3.29	0.00	3.29	0.00
30.04.2020	Veolia	Waste Collection Cemetery Mar	BACS	32.32	6.46	38.78	0.00
30.04.2020	Norfolk ALC	Annual Subscription	BACS	365.76	0.00	365.76	0.00
30.04.2020	BCKL&WN	Business Rates Cemetery	BACS	128.29	0.00	128.29	0.00
30.04.2020	BCKL&WN	Annual VH Waste / Duty Care	BACS	560.84	0.00	560.84	0.00
30.04.2020	Ultimate Land & Gardens Ltd	Grounds Maintenance March	BACS	378.00	75.60	453.60	0.00
30.04.2020	Sara Porter (Viking)	Ink Cartridges	BACS	96.95	19.39	116.34	0.00
30.04.2020	Play Inspection Company Ltd	Play Area Annual Inspection	BACS	67.50	13.50	81.00	0.00
30.04.2020	Mr N Porter (Wickes)	Play Area postcrete	BACS	43.18	8.64	51.82	0.00
30.04.2020	Ultimate Land & Gardens Ltd	Grounds Maintenance April	BACS	385.00	77.00	462.00	0.00
30.04.2020	Cllr I Barrett *	Chair's Allowance April 2020	BACS	15.30	0.00	15.30	0.00

Chairman Signed Dated

30.04.2020	Clerk	Expenses April 2020	BACS	18.00	0.00	18.00	0.00
30.04.2020	Bookings Caretaking Officer *	Contract April 2020	BACS	270.00	0.00	270.00	0.00
30.04.2020	Clerk	Salary April 2020	BACS	901.41	0.00	901.41	0.00
30.04.2020	HMRC	Employer PAYE/NI April 2020	BACS	284.24	0.00	284.24	0.00
<i>* Pecuniary Interests declared TH / IB / DF</i>							
<i>Payments/Receipts above approved by Council by email 30.04.2020</i>							
05.05.2020	Allotment Plot 8	Allotment Rent	BACS	0.00	0.00	0.00	22.60
06.05.2020	Allotment Plot 10	Allotment Rent	BACS	0.00	0.00	0.00	23.02
09.05.2020	Wave (Anglian Water)	Cemetery	DD	6.91	0.00	6.91	0.00
09.05.2020	Wave (Anglian Water)	Bowls Green & Premises	DD	35.24	0.00	35.24	0.00
14.05.2020	E-On	Street Lighting April 2020	DD	70.90	3.55	74.45	0.00
15.05.2020	OVO Energy	Electric Village Hall April 2020	DD	9.52	0.48	10.00	0.00
19.05.2020	Wave (Anglian Water)	Village Hall		15.41	0.00	15.41	0.00
20.05.2020	HMRC	VAT Repayment 3/3 2019-2020	BACS	0.00	0.00	0.00	886.99
26.05.2020	Allotment Plot 14	Allotment Rent	BACS	0.00	0.00	0.00	25.81
26.05.2020	Allotment Plot 7	Allotment Deposit & Rent	BACS	0.00	0.00	0.00	78.33
27.05.2020	Allotment Plot 16	Allotment Rent	BACS	0.00	0.00	0.00	22.16
29.05.2020	Veolia	Waste Collection Cemetery Apr	BACS	40.40	8.08	48.48	0.00
29.05.2020	Mr N Porter (Travis Perkins)	Play Area edging stones	BACS	21.72	4.34	26.06	0.00
29.05.2020	Mr J Stephenson	Planning app Building Regs	BACS	800.00	0.00	800.00	0.00
29.05.2020	Mr A Flatt (B&Q) *	Village Hall paint & brushes	BACS	81.65	16.33	97.98	0.00
29.05.2020	Norfolk Seamless Gutters	Village Hall Yard Clearance	BACS	2,225.00	445.00	2,670.00	0.00
29.05.2020	Cllr I Barrett *	Chair's Allowance May 2020	BACS	15.30	0.00	15.30	0.00
29.05.2020	Clerk	Expenses May 2020	BACS	18.00	0.00	18.00	0.00
29.05.2020	Bookings Caretaking Officer *	Contract May 2020	BACS	270.00	0.00	270.00	0.00
29.05.2020	Clerk	Salary May 2020	BACS	901.21	0.00	901.21	0.00
29.05.2020	HMRC	Employer PAYE/NI May 2020	BACS	284.44	0.00	284.44	0.00
29.05.2020	E-On	Electric Sports Pavilion Apr-May	DD	10.80	0.54	11.34	0.00
<i>* Pecuniary Interests declared IB / DF</i>							
<i>Payments/Receipts above approved by Council by email 29.05.2020</i>							
01.06.2020	Allotment Plot 11	Allotment Rent	100548	0.00	0.00	0.00	25.81
01.06.2020	Bowls Club	Water Rates	100548	0.00	0.00	0.00	12.66
01.06.2020	H H Fasteners (Ebay)	Allotment fencing screws	Debit Card	6.99	0.00	6.99	0.00
04.06.2020	Online Playgrounds	Spring rabbit foot rest Play Area	Debit Card	51.00	10.20	61.20	0.00
08.06.2020	Barclays Bank Plc	Bank Interest	BACS	0.00	0.00	0.00	39.62
12.06.2020	E-On	Street Lighting May 2020	DD	73.27	3.66	76.93	0.00
15.06.2020	OVO Energy	Electric Village Hall May 2020	DD	9.52	0.48	10.00	0.00
22.06.2020	Allotment Plot 15	Allotment Deposit & Rent	100549	0.00	0.00	0.00	76.67
24.06.2020	Information Commissioner	Annual Data Protection	DD	35.00	0.00	35.00	0.00
29.06.2020	E-On	Electric Sports Pavilion May-Jun	DD	12.53	0.63	13.16	0.00
30.06.2020	Veolia	Waste Collect Cemetery May	BACS	32.32	6.46	38.78	0.00
30.06.2020	Cllr I Barrett *	Covid-19 Aid Travel Expenses	BACS	58.50	0.00	58.50	0.00
30.06.2020	Global Fire Services Ltd	Fire Alarm Service Village Hall	BACS	81.00	16.20	97.20	0.00
30.06.2020	Sara Porter (Promore Cords)	Laminating Pouches	BACS	20.83	4.17	25.00	0.00
30.06.2020	Jamie's Property Care Ltd	Drainage work Village Hall	BACS	90.00	18.00	108.00	0.00
30.06.2020	Jamie's Property Care Ltd	Rear wall brickwork repair Hall	BACS	750.00	150.00	900.00	0.00
30.06.2020	A J Restoration	Churchyard Wall materials	BACS	800.00	0.00	800.00	0.00
30.06.2020	Cllr I Barrett *	Council Travel Expenses	BACS	28.80	0.00	28.80	0.00
30.06.2020	Cllr I Barrett *	Chair's Allowance Jun 2020	BACS	15.30	0.00	15.30	0.00
30.06.2020	Clerk	Expenses Jun 2020	BACS	18.00	0.00	18.00	0.00

Chairman Signed Dated

30.06.2020	Bookings Caretaking Officer *	Contract Jun 2020	BACS	270.00	0.00	270.00	0.00
30.06.2020	Clerk	Salary Jun 2020	BACS	901.41	0.00	901.41	0.00
30.06.2020	HMRC	Employer PAYE/NI Jun 2020	BACS	284.24	0.00	284.24	0.00
01.07.2020	Jamie's Property Care Ltd	Window brickwork repair Hall	BACS	1,575.00	315.00	1,890.00	0.00
01.07.2020	Mr J Cross	Internal Audit	103515	30.00	0.00	30.00	0.00
<i>* Pecuniary Interests declared IB / DF</i>							
<i>Payments/Receipts above approved by Council by email 30.06.2020</i>							
06.07.2020	Thornalley Funeral Services	Cemetery Fees	100550	0.00	0.00	0.00	300.00
13.07.2020	E-On	Street Lighting Jun 2020	DD	70.90	3.55	74.45	0.00
13.07.2020	A F Holman & Son	Cemetery Fees	100551	0.00	0.00	0.00	100.00
13.07.2020	A F Holman & Son	Cemetery Fees	100552	0.00	0.00	0.00	60.00
15.07.2020	OVO Energy	Electric Village Hall Jun 2020	DD	9.52	0.48	10.00	0.00
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance May	BACS	701.00	140.20	841.20	0.00
To be paid	G&G Fencing Ltd	V Hall fence & Allotment posts	BACS	953.38	190.68	1,144.06	0.00
To be paid	Hayes & Storr Solicitors	Village Hall Plot Conveyancing	BACS	25.00	0.00	25.00	0.00
To be paid	BCKL&WN	Open Day Invite & P&S Printing	BACS	140.28	0.00	140.28	0.00
To be paid	Mrs K E Tuffin (Dog Training)	Key Deposit Refund	BACS	30.00	0.00	30.00	0.00
To be paid	Veolia	Waste Collection Cemetery Jun	BACS	32.32	6.46	38.78	0.00
Late Bills / Receipts (Received after Agenda advertised)							
To be paid	Ultimate Land & Gardens Ltd	Grounds Maintenance Jun 2020	BACS	712.00	142.40	854.40	0.00
Totals				19,497.35	1,989.96	21,487.31	53,637.96

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Child

That the payment of bills are approved in accordance with the schedule.

For – 6

Against – 0

Abstentions – 2 (Declared Interests)

64.3. Norfolk Community Foundation Covid-19 Grant of £1,000

In April 2020, Cllr Rix-Clark had successfully applied to the Norfolk Community Foundation for a grant towards the Covid-19 Community Aid Network Group and £1,000.00 had been donated. The funds would help to pay for food, household supplies, travel expenses, telephone costs and reimbursing volunteers for helping to deliver groceries and prescriptions to the elderly and vulnerable.

Any remaining unspent funds at the term-end would need to be returned to Norfolk Community Foundation.

A further £150.00 had kindly been anonymously donated for the Covid-19 fund giving a total combined fund of £1,150.00.

To date, £159.49 had been spent, leaving a balance of £990.51.

65. To formally approve the following resolutions under the Delegation Scheme (LGA 1972 S101, delegation to Officers)

The Clerk reported that the Government had imposed the Covid-19 lockdown on the evening of Monday, 23rd March 2020. All Councillors' decisions made during this period have been in writing by email and the voting has been duly recorded by the Clerk.

The record of voting will only include those present and voting at this meeting.

Chairman Signed Dated

65.1. Annual Play Area Inspection (information circulated by email to all Councillors)

Proposed – Cllr Canham

Seconded – Cllr Harrison

That this Council formally approves contracting The Play Inspection Company Ltd to carry out the annual play area inspection at a cost of £67.50 + £13.50 VAT (total £81.00).

All in favour

This motion was carried in April 2020.

65.2. Play Area Repairs (information and quotations circulated by email to all Councillors)

Wickes postcrete £47.50 + £9.50 VAT (total £57.00)

Travis Perkins edging stones £34.45 + £6.89 VAT (total £41.34)

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Hipperson

That this Council formally approves the purchase of postcrete from Wickes (with trade discount) at a cost of £43.18 + £8.64 (total £51.82) and kerb edgings from Travis Perkins (with trade discount) at a cost of £21.72 + £4.34 VAT (total £26.06).

All in favour

This motion was carried in April 2020.

It was noted that Mr Porter had purchased the materials on behalf of the Council in order to receive a trade discount and had also delivered them on site. Cllr Harrison had kindly carried out the wet pour and edging repairs.

65.3. Village Hall plot of land clearance (information circulated by email to all Councillors)

Proposed – Cllr Child

Seconded – Vice Chairman, Cllr Walsingham

That this Council formally approves the additional cost of £250.00 + £50.00 VAT (total £300.00) to Norfolk Seamless Gutters (Gary Cottam) for the hire of machinery to clear the Village Hall yard on Saturday, 9th May 2020.

For – 4

Against – 2

Abstentions – 2

This motion was carried in April 2020.

65.4. Reopening of the MUGA following Government guidelines allowing them to reopen (information circulated by email to all Councillors)

Proposed – Chairman, Cllr Barrett

Seconded – Vice Chairman, Cllr Walsingham

That this Council formally approves the reopening of the MUGA following Government guidelines allowing MUGA's to reopen with effect from Wednesday, 13th May 2020.

All in favour

This motion was carried in May 2020.

65.5. Village Hall interior painting (information circulated by email to all Councillors)

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Allerton

That this Council formally approves the purchase of grey paint from B&Q at a maximum cost of £100.00 + VAT to enable the Booking Contractor to repaint the interior walls of the Village Hall.

All in favour

This motion was carried in May 2020.

65.6. Production of drawings and submission of Building Regulations by Mr John Stephenson for the Village Hall planning application (information circulated by email to all Councillors)

Proposed – Cllr Child

Seconded – Cllr Canham

That this Council formally approves the production of drawings and submission of Building Regulations by Mr John Stephenson for the Village Hall planning application at a cost of £800.00.

All in favour

This motion was carried in May 2020.

65.7. Village Hall boundary fencing (quotations circulated by email to all Councillors)

Dodd & Co	£948.41 + £189.68 VAT (total £1,138.09)
G&G Fencing	£895.00 + £179.00 VAT (total £1,074.00)
Gary Cottam	£1,400.00 + £280.00 VAT (total £1,680.00)

Proposed – Cllr Canham

Seconded – Cllr Child

That this Council formally approves contracting G&G Fencing to replace the boundary fencing between the building plot at the rear and the neighbouring property, Tudor Cottage, at a cost of £895.00 + £179.00 VAT (total £1,074.00).

All in favour

This motion was carried in May 2020.

65.8. Purchase of Allotment fencing timber rails (quotations circulated by email to all Councillors)

G&G Fencing	£58.38 + £11.68 VAT (total £70.06)
Stoke Ferry Timber	£75.15 + £15.03 VAT (total £90.18)
Witham Timber	£98.00 + £19.60 VAT (total £117.60)

Proposed – Cllr Hipperson

Seconded – Chairman, Cllr Barrett

That this Council formally approves the purchase of fencing timber rails from G&G Fencing at a cost of £58.38 + £11.68 VAT (total £70.06) to replace the rotten rails at the allotment site.

All in favour

This motion was carried in May 2020.

65.9. Purchase of Allotment fencing screws (quotations circulated by email to all Councillors)

A J Timber Supplies (Ebay)	£7.91 + £1.58 VAT (total £9.49) including delivery
H H Fasteners (Ebay)	£6.99 No VAT (total £6.99) including delivery
Stoke Ferry Timber	£7.95 + £1.59 VAT (total £9.54) plus collection

Proposed – Cllr Harrison

Seconded – Cllr Child

That this Council formally approves the purchase of fencing screws from HH Fasteners (Ebay) at a cost of £6.99 No VAT for the allotment site fencing.

All in favour

This motion was carried in May 2020.

It was noted that an allotment tenant had kindly carried out the repairs to the fencing and was given a vote of thanks by the Council.

65.10. Purchase of Replacement Play Area Equipment (quotation circulated by email to all Councillors)

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Canham

That this Council formally approves the purchase of a replacement springing rabbit foot rest from Online Playgrounds at a cost of £43.00 + £8.60 VAT + £8.00 delivery.

All in favour

This motion was carried in June 2020.

It was noted that Cllr Harrison had kindly carried out the repairs to the springing rabbit play equipment.

65.11. Request by the Community Aid Group to hold a Social Distancing Village Picnic event – Saturday, 5th September 2020 (information circulated by email to all Councillors)

The Chairman, Cllr Barrett, and Cllr Rix-Clark had declared a Personal Interest in this item.

Addendum; Cllr Flatt was not physically present at this meeting. During lockdown, when voting took place by email, Cllr Flatt declared a Personal Interest in this item, as she was a member of the Community Aid Group, and took no part in the voting process relating to this.

Proposed – Cllr Child

Seconded – Cllr Allerton

That this Council formally approves a social distancing picnic event being held on the Coronation Playing Field on Saturday, 5th September 2020, subject to Governmental guidelines, and subject to a refundable deposit being paid.

For – 6

Against – 0

Abstentions – 2 (Declared Interests)

This motion was carried in June 2020.

65.12. Replacement Village Hall rear window (quotations circulated by email to all Councillors)

Eco Window & Door Company	£1,850.23 + £370.05 VAT (total £2,220.28) not including wood/unit
J & K Glass & Glazing Ltd	£1,943.33 + £388.67 VAT (total £2,332.00) includes wood/unit
Pemberton Builders Ltd	£2,300.00 + £460.00 VAT (total £2,760.00) not including wood/unit

Proposed – Cllr Child

Seconded – Chairman, Cllr Barrett

That this Council formally approves contracting J&K Glass & Glazing Ltd to replace the Village Hall rear window at a cost of £1,943.33 + £388.67 VAT (total £2,332.00).

For – 7

Against – 0

Abstentions – 1

This motion was carried in June 2020.

65.13. Repair brickwork on the rear Village Hall wall (quotations circulated by email to all Councillors)

A Knott Brickwork Ltd	Failed to quote
Jamie’s Property Care	£750.00 + £150.00 VAT (total £900.00)
Pemberton Builders Ltd	£1,450.00 + £290.00 VAT (total £1,740.00)

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Child

That this Council formally approves contracting Jamie’s Property Care to repair the brickwork on the rear Village Hall wall at a cost of £750.00 + £150.00 VAT (total £900.00).

Proposed – Chairman, Cllr Barrett

Seconded – Cllr Canham

This motion was carried in June 2020.

65.14. Repair Village Hall manhole and drainage (quotations circulated by email to all Councillors)

A Knott Brickwork Ltd	Failed to quote
Jamie’s Property Care	£280.00 + £56.00 VAT (total £336.00)
Pemberton Builders Ltd	£615.00 + £123.00 VAT (total £738.00)

Proposed – Vice Chairman, Cllr Walsingham

Seconded – Cllr Canham

That this Council formally approves contracting Jamie’s Property Care to repair the Village Hall manhole and drainage at a cost of £280.00 + £56.00 VAT (total £336.00).

For – 7

Against – 1

Abstentions – 0

This motion was carried in June 2020.

It was noted that when the work had subsequently been carried out by Jamie’s Property Care, the cost of works had been reduced to £90.00 + £18.00 (total £108.00).

65.15. Sale of Village Hall Land Plot and Conveyancing Fees (information circulated by email to all Councillors)

Proposed – Cllr Hipperson

Seconded – Cllr Harrison

That this Council formally approves the sale of land for £69,950 and continual contract with Hayes & Storr Solicitors at a cost of £735.00 to deal with the conveyancing.

All in favour

This motion was carried in June 2020.

65.16. Consideration of placing cremated remains in one burial plot (information circulated by email to all Councillors)

Proposed – Cllr Allerton

Seconded – Cllr Child

That this Council formally approves that no more than two cremated remains be placed in a burial plot at this time.

For – 5

Against – 0

Abstentions – 3

This motion was carried in June 2020.

It was noted that the applicant was content to purchase two burial plots for four family cremated remains. The Council agreed to review placing more than two cremated remains in a single burial plot. The Clerk would add this item to a future agenda.

65.17. Dance Classes on the Village Hall car park and relocating these sessions into the Main Hall (information circulated by email to all Councillors)

The Chairman, Cllr Barrett, had declared a Personal Interest in this item.

Addendum; Cllr Flatt was not physically present at this meeting. During lockdown, when voting took place by email, Cllr Flatt declared a Pecuniary Interest in this item, as she was the enquiring Dance teacher. Cllr Flatt was omitted from emailed communication regarding this matter and took no part in the voting process relating to this.

Proposed – Cllr Harrison

Seconded – Cllr Hipperson

That this Council formally approves Mrs Dawn Flatt, Dance teacher, to hold classes on the Village Hall car park during lockdown on Monday evenings and subsequently relocate these sessions into the main hall when the Village Hall reopens, and that she be charged full hiring rates.

For – 7

Against – 0

Abstentions – 1 (Declared Interest)

This motion was carried in June 2020.

It was noted that Cllr Flatt, in her capacity as regular hirer of the Village Hall, had advised that proceeds from the dance classes, after the cost of hire, may be donated to the Village Hall. The Clerk noted that Cllr Flatt had donated £232.50 over the past year from her yoga sessions and she was given a vote of thanks for this.

The Council agreed to review the current Village Hall charges. The Clerk would add this item to a future agenda.

65.18. Reopening of the Play Area following Government guidelines allowing them to reopen (information circulated by email to all Councillors)

Proposed – Cllr Hipperson

Seconded – Cllr Harrison

That this Council formally approves the reopening of the Play Area on Tuesday, 7th July 2020 following Government guidelines allowing play areas to reopen with effect from Saturday, 4th July 2020.

All in favour

This motion was carried in July 2020.

The Clerk reported that an inspection of the play area had taken place by the Chairman, Cllr Barrett, and the Bookings Officer, together with a light clean of high traffic touch points. Signage had been erected at the play area and a Risk Assessment had been completed by the Clerk and circulated to all Councillors. A copy of this had also been placed on the website. It was noted that the Vice Chairman, Cllr Walsingham, had repaired a small damaged item prior to the re-opening and was thanked for this.

65.19. Village Hall replacement water heater (quotations circulated by email to all Councillors)

Bramham Electrical Ltd	£277.88 + £55.58 VAT (total £333.46)
Drakes	£226.49 + £45.30 VAT (total £271.79)
Eastern Electric Contractors	Failed to quote
P G Electrical	Failed to quote

It was noted that the current contractor of the Village Hall toilet, Jamie's Property Care, had looked at the current water heater and suggested that a new one may not be required. This would be monitored when the new unisex accessible toilet (disabled toilet) works had been completed.

Proposed – Cllr Hipperson

Seconded – Vice Chairman, Cllr Walsingham

That this Council formally approves purchasing a replacement water heater in the Village Hall kitchen from Drakes at a cost of £226.49 + £45.30 VAT (total £271.79), subject to the current water heater being tested when the unisex accessible toilet works are completed.

All in favour

This motion was carried in July 2020.

65.20. Formation of a Village Hall Working Group (information circulated by email to all Councillors)

Proposed – Chairman, Cllr Barrett

Seconded – Vice Chairman, Cllr Walsingham

That this Council formally approves a Village Hall Working Party consisting of Cllr Child (Chairman), Cllr Allerton, Cllr Flatt, Cllr Harrison, Cllr Rix-Clark, Mrs K Tuffin (non-voting rights) and Mr M Wickham (non-voting rights).

All in favour

This motion was carried in July 2020.

It was noted that Mr B Ferguson no longer wished to be a member of this working party.

66. Annual Governance for the Accounts 2019/2020

The Clerk had circulated a copy of the bank statements, budget account, cashbook and bank reconciliation for the financial year 2019/2020 with the agenda. The year-end accounts, period ending 31st March 2020, were as follows:

Balances at 31.03.2020	Community A/C	Saver A/C	Reconciliation Community A/C		Reconciliation Saver A/C	
Closing Bank Statement Balances	1,307.82	68,795.74	Bank Statement 31.03.2020	1,307.82	Bank Statement 31.03.2020	68,795.74
Unpresented Cheques	-	-	<i>Unpresented Cheques:</i>		<i>Unpresented Cheques:</i>	
Unbanked Receipts	-	-				
Closing Council Balances	1,307.82	68,795.74				
		70,103.56				
Cash Book	Community A/C	Saver A/C				
Opening Bank Statement Balances 01.04.2019	1,547.79	65,137.33		-		-
Receipts 01.04.2019-31.03.2020	90,868.59	35,158.41	<i>Unbanked Receipts (Banked Mar uncleared):</i>		<i>Unbanked Receipts (Banked Mar uncleared):</i>	
Payments 01.04.2019-31.03.2020	- 91,108.56	- 31,500.00				
Closing Bank Statement Balances 31.03.2020	1,307.82	68,795.74		-		-
		70,103.56				
Total Closing Bank Balances		70,103.56				
Total Closing Council Balances		70,103.56	Council Closing Balance	1,307.82	Council Closing Balance	68,795.74

Bank Statement Balances C/F at 01.04.2020	70,103.56
Council Balances C/F at 01.04.2020	70,103.56
Earmarked Reserves:	
Operating Costs (6 Months)	22,000.00
Pensions Contribution	1,000.00
Village Hall Alterations	15,220.00
Elections	2,337.60
Parish Plan Review	1,000.00
Emergency Plan (5 Year to £2000) Year 4	2,000.00
Electrical Check Village Hall	-
Electrical Check Pavilion	-
Tree Safety Maintenance	1,000.00
Churchyard Wall Maintenance & Restoration	5,220.06
Master Key Deposits Held	30.00
Allotment Deposits Held	570.00
Allotment Fencing (5 Year to £1000) Year 3	600.00
Street Lighting	1,500.00
Village Hall Fencing	2,000.00
Village Hall Disabled Toilet Fundraising	4,260.34
Events Goods and Equipment	157.35
Village Signs	747.00
PROW Legal Representation	2,700.00
CIL Payments	84.60
Total	62,426.95
Council Balances C/F at 01.04.2020	70,103.56
Total Debtors	- 62,426.95
Total Creditors	-
Council Balances C/F 01.04.2020	7,676.61

Chairman Signed Dated

2018/ 2019 £	Receipts	2019/ 2020 £	2018/ 2019 £	Payments	2019/ 2020 £
43,500	Precept	45,423	10,921	Staff Salaries / HMRC / Expenses	13,383
256	Support Grant	118	0	Clerk Travel	146
85	CIL	0	2,921	Village Hall Bookings/Caretaker Contract	3,116
140	Grants & Donations	566	232	Chairman Allowance / Councillor Expenses	197
0	Insurance (claims)	0	396	Stationery / Hospitality	343
100	Proposed & Seconded Newsletter (advertising)	0	439	Subscriptions	537
17,000	Parish Partnership	0	380	Proposed & Seconded Newsletter (printing)	372
5,309	Village Events	2,541	785	Legal / Professional Fees	2,950
2,156	Village Hall (lettings, refund of electrical supply)	2,564	1,379	Insurance (includes claims)	1,403
434	Allotments (rents, water)	509	154	Training / Travel	269
1,775	Cemetery / Churchyard	980	0	Election Costs	1,662
3,466	Bowls Club (rent, water rates, green renovation)	2,206	32,500	Parish Partnership	3,827
325	Sports Pavilion & Coronation Field (rent, hire)	398	287	Norfolk Waste & Minerals Review	0
686	RAF (dog waste collection)	0	2,357	Village Events	944
0	Defibrillator	0	0	S137 Grants & Donations / Other (gift payments)	50
160	Bank Interest	158	6,672	Village Hall (materials, water, electric, inspections, refuse, maintenance)	6,761
6,662	VAT	3,380	437	Allotments (maintenance, water, insurance)	270
			19,175	Church/Cemetery (water, maintenance, refuse, inc Church wall)	1,238
			633	Pavilion (maintenance, electric)	2,188
			4,395	Playing Field (maintenance, water, inspections, equipment)	4,184
			5,696	Open Spaces (grounds & tree maintenance, dog waste collection)	7,160
			707	Street Lighting (power, maintenance)	865
			5,905	VAT	3,559
82,054	TOTAL RECEIPTS	58,843	96,371	TOTAL PAYMENTS	55,424

Chairman Signed Dated

66.1. Internal Audit Report 2019/2020

The Clerk had circulated the Annual Internal Audit Report 2019/2020, prepared by Mr John Cross, with the agenda. The Internal Audit had been carried out on Wednesday, 10th June 2020. All accounts, records, supporting documents and safeguards were found to be efficiently maintained and in place.

Proposed – Cllr Canham

Seconded – Vice Chairman, Cllr Walsingham

That this Council approves the Internal Audit for the financial year 2019/2020.

All in favour

66.2. Annual Governance Statement 2019/2020 (Section 1 Annual Return)

The Clerk reported that the Annual Governance Statement was a means to inform ratepayers how the public accountability framework operated and to ensure there was a sound system of internal control taking place. The Clerk confirmed that the Council was expected to make representations and assertions, to the best of their knowledge and belief, in nine statements of assurance detailed in Section 1 of the Annual Return. The Clerk read the statements in Section 1 and requested that Councillors answer yes or no to the following declarations:

Declaration	Yes	No	Yes means that the Council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Chairman Signed Dated

That this Council approves the Annual Governance Statement (Section 1 Annual Return) for the financial year 2019/2020 as detailed.

All in favour

The Clerk and the Chairman, Cllr Barrett, would duly sign Section 1 of the Annual Return 2019/2020 at a future date. The Clerk would record the Minute References upon completion of the minutes of this meeting.

66.3. Accounting Statements 2019/2020 (Section 2 Annual Return)

The Clerk had circulated a copy of the Accounting Statements for the financial year 2019/2020 with the agenda. The Clerk reported that the Accounting Statements were a means of presenting the financial position of this Council and properly presenting its receipts and payments. The accounting statements were as follows:

Section 2	2018/19 £	2019/20 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted monetary values to nearest £10 are included)
1 Balances Brought Forward	81,002	66,685	14,317 (-17.67%)	Church Wall repairs were carried out in the previous year, hence the balance B/F was lower
2 (+) Precept or Rates and Levies	43,500	45,423	1,923 (+ 4.42%)	Actual Band D increase was only 3.26% as Tax Base was higher
3 (+) Total Other Receipts	38,554	13,420	25,134 (- 65.19%)	Main variances = Large NCC Parish Partnership Scheme in prior year. Events income, cemetery burial rates, Bowls Club repayments and VAT reclaim lower than prior year
4 (-) Staff Costs	10,920	13,383	2,463 (+ 22.55%)	Clerk's salary increased Apr 2019 and weekly working hours increased from 15 to 20 and HMRC PAYE/NI rose in line with this
5 (-) Loan Interest/Capital Repayments	NIL	NIL	N/A	N/A
6 (-) All Other Payments	85,451	42,041	43,410 (- 50.80%)	Main variances = 2 large projects in prior year: Parish Partnership Scheme and Church Wall repairs. VAT and events costs lower this year with Legal fees, Election, Pavilion, Grounds maintenance costs higher than prior year.
7 (=) Balances Carried Forward	66,685	70,104	3,419 (+ 5.13%)	Earmarked Reserves held 62,427 with small remaining precept balance
8 Total Value of Cash & Short Term Investments	66,685	70,104	3,419 (+ 5.13%)	Earmarked Reserves 62,427 and 7,677 precept balance carried forward
9 Total Fixed Assets Plus Long Terms Investments & Assets	154,628	154,437	191 (- 0.12%)	Village Hall and Sports Pavilion tidied up with small disposal of unsafe/damaged items
10 Total Borrowings	NIL	NIL	N/A	N/A
11 (For Local Councils Only) Disclosure note re Trust Funds (including charitable)			No	The Council acts as sole Trustee for and is responsible for managing Trust funds or assets.

Chairman Signed Dated

Proposed – Cllr Canham

Seconded – Vice Chairman, Cllr Walsingham

That this Council approves the Accounting Statements (Section 2 Annual Return) for the financial year 2019/2020 as detailed.

All in favour

The Clerk and the Chairman, Cllr Barrett, would duly sign Section 2 of the Annual Return 2019/2020 at a future date. The Clerk would record the Minute References upon completion of the minutes of this meeting.

66.4. Notice of Appointment of Date for the Exercise of Electors' Rights

The Clerk had circulated a copy of the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2019/2020 with the agenda.

The Clerk reported that the Council had a duty to inform the electorate of a 30 working day period during which electors' rights may be exercised. The inspection period must start on or before 1st September 2020. The dates would be as follows:

The dates set for the period for the exercise of public rights are as follows:

Commencing on	Tuesday, 4th August 2020
And ending on	Tuesday, 15th September 2020

Proposed – Cllr Canham

Seconded – Vice Chairman, Cllr Walsingham

That this Council approves the Notice of Appointment of Date for the Exercise of Electors' Rights for the financial year 2019/2020 as detailed.

All in favour

The Clerk would advertise the Annual Return 2019/2020 and supporting accounting documents on the website and Council noticeboard.

67. Planning applications and Notices of Decision

All Councillors' decisions regarding planning applications during the lockdown period have been in writing by email and the voting has been duly recorded by the Clerk.

67.1 Planning applications

67.1.1. 20/00725/A – 299 Elm Road, Upper Marham – Advertisement application: 7x non-illuminated standing signs – comments by 23rd June 2020

No objections.

67.1.2. 20/00853/F – Donatos Takeaway, The Street – Variation of condition 2 of planning permission 18/02024/F: Single storey extension for use as a hair salon and relocation of existing ventilation system at Pizza Takeaway – comments by 27th July 2020

No objections.

67.2. Planning decisions

67.2.1. 20/00181/F – Eastgate Farm House, Collins Lane – Retrospective change of use of existing general farm storage barn to use for a biomass boiler

Application Permitted (delegated decision).

67.2.2. 20/00252/F – Marham Village Hall, School Lane – Extension and alterations to village hall (revised design)

Application Permitted (delegated decision).

67.2.3. 20/00096/F – 1 Ash Road, Upper Marham – Change of use of a dwelling to D1 NHS Dental Clinic to provide a dental service on the NHS and free dental services to certain groups

Application Permitted (delegated decision).

67.2.4. 20/00302/PACU3 – Eastgate Farm House, Collins Lane – Prior Notification: Barn Conversion to Dwelling

Prior Approval-Approved (delegated decision).

67.2.5. 18/01896/F – Land E of Cottage Farm Mews NE of Hillside and S of The Street, The Street – Residential development for 8 new dwellings

Application Permitted (Committee decision).

67.3. Late planning applications and planning decisions

There were no late planning applications and/or planning decisions received from the BCKL&WN.

67.4. Other planning matters (for information only and not for discussion during the public open meeting)

67.4.1. 20/00146/UNOPDE – Russell House, The Street

Alleged Unauthorised Operational Development.

67.4.2. 18/01896/S106 – Land E of Cottage Farm Mews NE of Hillside And S of The Street, The Street

Section 106 monitoring.

68. General correspondence

68.1. For action/information

68.1.1. Request from Marham Friends to hold a Funday in 2021

An emailed request had been received from Marham Friends requesting permission to hold a Funday on the Coronation Field on Sunday, 6th June 2021 with use of the toilet and Pavilion.

Councillors approved this, subject to the necessary application form and refundable deposit being paid.

The Clerk noted that the hire charges and Terms and Conditions had been approved at the Council meeting in March 2020, but no application form had yet been created by the Events Working Group for hirers to sign. The Vice Chairman, Cllr Walsingham, would look into this.

68.1.2. Highways Act 1980 Section 31 (6): deposit within Fincham, Marham & Shouldham

Notification had been received from Norfolk County Council regarding Highways Act 1980 Section 31 (6): deposit within Fincham, Marham & Shouldham (reference D20 12 deposit date 15/05/2020) entered into the Register of Deposits and Declarations under the above legislation. Deposits made under Section 31 (6) of the Highways Act 1980 relate to the establishment of public rights of way. A deposit relating to public rights of way does not affect any existing public rights of way that are recorded on the definitive map and statement; the public can continue to use existing public rights of way as normal. The deposit is a statement from the landowner that they do not intend to dedicate any additional public rights of way over their land. An admission by the landowner of existing rights of way usually forms part of the deposit.

Cllr Rix-Clark confirmed that this deposit would have no effect on the Footpath work.

69. Reports/updates and actions regarding important ongoing matters

69.1. Allotments

The Chairman, Cllr Barrett, had declared a Personal Interest in this item.

The Chairman, Cllr Barrett, reported that all plots were now occupied and there were two people on the waiting list.

69.2. Village Hall

69.2.1. Deep clean, regular cleaning, materials, signage and hand sanitisers

The Chairman, Cllr Barrett, reported that the Village Hall would require a deep clean prior to being re-opened because it was a public community building. It was felt the Sports Pavilion might also need a deep clean. Government guidance regarding Covid-19 regular cleaning, cleaning materials, signage and fixed hand sanitisers would be given consideration in the future.

69.3. Village Hall Working Party Report, Recommendations and Financial Requests

Cllr Child had circulated a briefing paper to all Councillors prior to the meeting.

69.3.1. Tenders for full restoration project

Cllr Child reported that the final build project would need to be established and approved by the Council in the near future. It was agreed for the Working Party to contact various companies to tender for the full restoration project of the Village Hall. Full scheme details would be submitted to the Council for recommendation and approval at the next meeting.

69.3.2. Condition Survey

Cllr Child reported that the Project Officer, Mr Tim Wall, required a Condition Survey to be carried out for inclusion in the business plan. A short discussion took place and it was agreed for the Working Party to seek at least three quotations and proceed without delay, subject to approval from Councillors by email.

Proposed – Cllr Child

Seconded – Cllr Canham

That the Council agrees to the Village Hall Working Party seeking at least three quotations for a Condition Survey of the Village Hall and approves the commissioning of the Survey, conditional on the maximum cost being £5,000.00 + VAT, and subject to full written consultation and approval from Councillors by email.

All in favour

69.3.3. Parish Council financial contribution

Members agreed that until the full regeneration scheme was known, the Council could not consider how much it would be able to contribute towards the grant funding. This would be deferred until the next meeting.

69.4. Sports Pavilion, Playground, Coronation Playing Field and MUGA

69.4.1. Play area inspections, signage and cleaning materials

The Clerk reported that play area inspections must be carried out and written reports documented during the current coronavirus pandemic. If these were not done the Council could be held liable for any claims made. It was noted that Councillors should keep an eye out that the signage was in place and replace it immediately if removed.

The Chairman, Cllr Barrett, confirmed that the Bookings Contractor would be carrying out written play inspections on a weekly basis.

69.4.2. Sports Pavilion - Dog Training

The Chairman, Cllr Barrett, reported that the dog training sessions would not be resuming and the keys had been returned to the Council.

The Vice Chairman, Cllr Walsingham, reported that the Under 7's Football Team had resumed training on Tuesday, 14th July 2020.

69.5. Council events

69.5.1. Community Litter Pick

The Vice Chairman, Cllr Walsingham, reported that the Keep Britain Tidy Great British Clean, which had been cancelled in March 2020, would be taking place Friday, 11th September 2020 - Monday, 27th September 2020.

It was agreed for the Council to hold the community village litter pick on Saturday, 12th September 2020, subject to the BCKL&WN confirming the waste collection service.

The Vice Chairman, Cllr Walsingham, would organise the event and make arrangements with the BCKL&WN to collect the waste on Monday, 14th September 2020.

Cllr Child noted that the next edition of the P&S Magazine would be completed and distributed by the end of August 2020 to ensure that the picnic and litter pick events could be advertised. Cllr Child confirmed that articles would be required by mid-August and reported that Cllr Canham had been successfully obtaining paid advertisements for the next edition.

70. To record the date and time of the next Full Council meeting

The next meeting of the Council would be taking place on Wednesday, 9th September 2020 at 7.00pm. Dependant on Governmental guidelines and/or progress of the Village Hall works, this will either take place in the Village Hall or virtually by Zoom.

71. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)

Proposed – Chairman, Cllr Barrett

Seconded – Vice Chairman, Cllr Walsingham

That under the Public Bodies (Admission to meetings) Act 1960 Section 1, the press and public be excluded from the meeting in order to allow confidential items to be discussed.

All in favour

71.1. Clerk’s Working Hours

See Confidential Report.

Proposed – Chairman, Cllr Barrett

Seconded – Vice Chairman, Cllr Walsingham

That the Clerk’s weekly hours are increased from 15 to 20 with immediate effect.

All in favour

71.2. Bookings Officer’s Contract

See Confidential Report.

The Chairman, Cllr Barrett, closed confidentiality and resumed the meeting.

The Chairman thanked everyone for attending and closed the meeting at 8.30pm.